

**BOARD OF LICENSE COMMISSIONERS
OF
HOWARD COUNTY, MARYLAND**

THIS INFORMATION SHEET SHOULD BE RETAINED BY APPLICANT

APPLICANT RESPONSIBILITY:

The individual applicant who applies for a special license on behalf of a NON-PROFIT organization or club will be the person held responsible for any violation of the laws pertaining to the sale, possession and consumption of alcoholic beverages at the event.

The organization or club that receives the special license must purchase all alcoholic beverages with organization or club funds. The organization or club must also receive all receipts from the sale of all alcoholic beverages.

A CATERING SERVICE MAY NOT, UNDER ANY CIRCUMSTANCES, USE THE SPECIAL LICENSE ISSUED TO AN ORGANIZATION OR CLUB, AND SUPPLY THE ALCOHOLIC BEVERAGE AT THE EVENT.

RULE 2.16 OF THE RULES AND REGULATIONS:

- (a) Application by any qualified bona fide religious, fraternal, veterans, political, civic, educational, athletic or other non-profit organization for a special license for use at a function at which there will be a cash bar and/or admission charge shall be made on forms provided by the Board at least 10 days prior to the event for which the application is sought.
- (b) Each application made pursuant to this section shall be accompanied by a copy of the organization's by-laws or charter, or other similar documents, unless they are already on file with the Board.
- (c) The Chairperson and Vice Chairperson are authorized to grant such licenses on behalf of the Board.
- (d) If the Chairperson and Vice Chairperson decline to grant the license, upon request of the applicant, the matter shall be scheduled for a hearing before the Board as soon as practical.
- (e) No organization shall be granted more than 12 special licenses in any year, unless the Board, after a public hearing, has determined otherwise.

BEER, WINE & LIQUOR LICENSES:

Whenever this type of license is issued, all alcoholic beverages must be purchased from a retail store.

BEER OR BEER AND WINE LICENSES:

Whenever this type of the license is issued, the holders of wholesale licenses may enter into an agreement with the holder of a special license to deliver beer or wine two (2) days prior to the effective date, and to accept returns two days after the expiration date of the special license, provided however that delivery of the beer and wine only may be made if the holder of the special license has in hand the special license at time of delivery.

STATEMENT BY OWNER OF PREMISES:

If the event is to be held on property owned by Howard County, the County Executive or another duly authorized official will sign the "Statement of Owner Of Premises". In addition to the completed application, a notarized letter, signed by the applicant on behalf of the organization or club, must also be submitted. This letter must contain the following statement:

"In consideration for the granting of this special license, the applicant, organization, officers and members agree to hold Howard County, Maryland, safe and harmless from any liability arising out of the use of the property as herein authorized".

IMPORTANT LAWS RELATING TO ALCOHOLIC BEVERAGES:

- (1) A person must be 21 years of age to purchase, possess or consume beer, wine or liquor.
- (2) A holder of any "on-sale" license, his/her agents, or employees, may permit alcoholic beverages to be sold, served and consumed only on that part of the premises which has been specifically licensed for such uses by the Board.
- (3) All sales and consumption of alcoholic beverages cease at 2:00 a.m.
- (4) No license holder, his/her agents or employees shall sell alcoholic beverages to any intoxicated person or person under the influence of narcotic drugs or who is acting in a disorderly manner.
- (5) No licensee, his/her agents or employees shall commit or allow the commission on the licensed premises of any act which is contrary to any federal, state or local state law or ordinance, or against the public peace, safety, health or welfare.
- (6) A licensee may not permit any person to bring onto or drink any alcoholic beverages not purchased from the license holder on said premises.
- (7) No licensee, his/her agent or employee shall allow the licensed premises to be used for the purpose of book or gambling in any form, except when specifically authorized by law.
- (8) Any person who sells beer, wine or liquor to a person under 21 years of age is guilty of a misdemeanor punishable by a fine of up to \$1,000 and imprisonment for up to two years, or both!

***Must be filed 10 days prior to event.**
***Check payable to: Director of Finance for Howard County**

BOARD OF LICENSE COMMISSIONERS
OF
HOWARD COUNTY, MARYLAND
3430 Court House Drive
Ellicott City, Maryland 21043
Phone: (410) 313-2008

APPLICATION FOR SPECIAL CLASS C LICENSE
Permit Not To Exceed 7 Consecutive Days

Date of Application: _____

- ☐ Beer @ \$15.00 per day
☐ Beer & Wine @ \$15.00 per day
☐ Beer, Wine & Liquor @ \$15.00 per day

TO THE BOARD OF LICENSE COMMISSIONERS OF HOWARD COUNTY, MARYLAND, an application is hereby made for a Special Class C License for the use of

(Name of Organization)

(Type of Event)

(Dates of Event)

(Location of premises where event is to be held – exact street address)

On behalf of the aforementioned organization, I hereby certify:

This application is made on behalf of a bona fide religious, fraternal, veterans, political, civic, educational, athletic or other non-profit organization. I understand that as the applicant for this organization, I will be held responsible for any violation of the laws pertaining to the sale, possession and consumption of alcoholic beverages at the event.

(Print applicant's name and title)

(Applicant's signature)

(Applicant's street address, city, state, zip code, home and business telephone)

State of Maryland for _____ COUNTY

This certifies that on this _____ day of _____, 20____, before me, a Notary Public for the State of Maryland, in _____ and _____ for the County aforesaid, personally appeared _____, who made oath in due form of law that he/she is the authorized agent of the aforementioned organization or club.

Witness My Hand and Seal

(Notary Public)

Commission Expires _____

Name of Organization _____
Are You Incorporated _____ Total Membership _____
Purpose of Treasury and Profits _____
Do You Have By-Laws or Regulations _____ On File With This Board _____
Location of Meeting Place _____

In applying for this special temporary license, it is important that you realize the responsibility that goes with the issuance of the license. All persons and groups using this license as authorized by Section 7-101 of Article 2B of the Annotated Code of Maryland, are subject to the laws pertaining to the sale, possession and consumption of alcoholic beverages.

STATEMENT BY OWNER OF PREMISES

If the event is to be held on property owned by Howard County, the County Executive or another duly authorized official must sign the "Statement By Owner Of Premises". In addition to this completed application, a notarized letter, signed by the applicant on behalf of the organization or club, must also be submitted. This letter must contain the following statement:

"In consideration for the granting of this special license, the applicant, organization, officers and members agree to hold Howard County, Maryland, safe and harmless from any liability arising out of the use of the property as herein authorized".

I hereby certify that I am the owner/agent of the premises located at _____, and authorize the State Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners of Howard County, Maryland, its duly authorized agents and employees, and peace officer of Howard County, to inspect and search, without warrant, at all hours, the premises upon which said event is to be held.

(Owner's / Agent's signature, home address, city, state, home and business telephone)

State of Maryland for _____ COUNTY

This certifies that on this _____ day of _____, 20____, before me, a Notary Public for the State of Maryland, in and for the County aforesaid, personally appeared _____, who made oath in due form of law that he/she is the authorized agent of the aforementioned organization or club.

Witness My Hand And Seal

(Notary Public)

Commission Expires _____